**Owen Alumni and Executive MBA Resume Writing Checklist** *updated 11-7-2019*

*The following guidelines are recommendations for you to utilize in crafting your MBA / Experienced Hire resume. This checklist is based on market research and conversations with Hiring Managers. Highlighted items are applicable to your reviewed resume.*

* Use Times New Roman 11 or 12, Arial 11 or Calibri 11 font.
* Use only one font throughout the resume. You can vary font sizes just not the font types.
* Create your resume in Microsoft Word; do not use a fill-in-the-blanks template.
* Use the latest version of Microsoft Word – the file format should be “.docx”.
* Save and name your resume file using “Last Name, First Name ResumeDate.docx”.
* Do not incorporate underlining, pictures, lines, logos or bullets using symbols like 🞸⯌⮚✓
* Do not incorporate tables, charts, logos or photos.
* You no longer need your street address as part of your personal heading.
* Add your customized LinkedIn url to your personal heading. Here’s how: <https://www.linkedin.com/help/linkedin/answer/87> Your LinkedIn url and email address should be live links on your resume.
* Use centered headings. Sections should be named, bolded, capitalized, and formatted in this order: **SUMMARY, PROFESSIONAL EXPERIENCE, EDUCATION, CERTIFICATIONS & TRAINING, PROFESSIONAL AFFILIATIONS, COMMUNITY ACTIVITIES**
* Your resume should be no longer than two pages. You can incorporate a third page and call it an Addendum.
* Indicate years of employment, do not add months. Right justify and bold your years of employment.
* Include your name and Page 2 on top of Page 2. Do not use the “header” feature in Word – rather make your header a part of the body of the document.
* Check to ensure that you have no spelling errors, typos or grammatical mistakes.
* Do not use personal or possessive pronouns like “I”, “my”, or ‘our”.
* It is highly recommended that you incorporate a summary section that is targeted to a particular position or function. Here’s how:

1. Use keywords as the heading of your summary section that tells the reader what function or position you are targeting. You can find these keywords in job postings; often these will be job titles or functions.
2. Your summary should include skills and qualifications that illustrates your fit for your targeted position. Include a list (formatted in columns) of keyword competencies, expertise or skills that show that you are qualified for a particular function. Find these keywords in a job posting or job description; often these will be listed under “Qualifications” on a job description.
3. Ensure that your summary shows that you are a fit because of your traits and degree. Start a phrase with “Known as OR for \_\_\_\_\_\_” “Reputation for \_\_\_\_\_ Use the phrase, ***MBA degree***.

* In the body of your resume be sure to Incorporate more accomplishments than descriptions of job duties. To do this, think about how you made or saved money, made a process more efficient, solved a problem, etc. How did you make a difference?
* Use [action verbs](https://s3.amazonaws.com/vu-wp0/wp-content/uploads/sites/23/2018/08/06143451/Action-Verbs-List.docx) at the beginning of every phrase. Replace the phrase “Responsible for” with [strong action verbs](https://s3.amazonaws.com/vu-wp0/wp-content/uploads/sites/23/2018/08/06143451/Action-Verbs-List.docx).
* Proofread your resume from the bottom of Page 2 to the top of Page 1 for a change in perspective. Ask a trusted friend/colleague to review your resume.
* Please feel free to use the samples or any words and phrases from the samples on our Alumni Career Management website at: <https://blogs.owen.vanderbilt.edu/alumni/tools/resume-and-references/>